



VACANCY NOTICE

#2004-18

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Chief, Bureau of Audits	CLASSIFICATION CODE: 02641800
	SALARY RANGE: 144, \$77867-88668	REFERENCE POSITION NO.: 2436-10000-00001
	Department or Agency Name Administration	APPLICATION PERIOD: 7/1/04 - 7/16/04
	Division/Section/Unit Bureau of Audits	
	Assignment(s) / Comments PREVIOUS APPLICANTS NEED NOT REAPPLY	
	Shift and Days: 1st (Monday - Friday)	Job Location: One Capitol Hill, Providence, RI
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No X _____
	Name of Bargaining Unit Union:	
	There is* _____ is not __X__ a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	To have responsible charge of the work of the Bureau of Audits in the Department of Administration involving the auditing of financial records and accounts of all state departments and agencies and private concerns upon request of the Director of Administration; to make recommendations for improving accounting and management practices; and to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and Experience: Such as may have been gained through: employment in a responsible administrative capacity involving extensive professional accounting and auditing supervision in the examination of accounts and the development of accounting and auditing systems in a large federal agency, a state department, the State Bureau of Audits, or a large private organization auditing governmental accounts. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Anthony Bucci Office of Personnel Administration One Capitol Hill Providence, RI 02908	Telephone #: 222-2160 Fax #: 222-6391 TTY/TDD #: 222-6144 (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER